

## **MA and MA-LTC Courses Sequencing**

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New workers are required to take a series of online courses and classroom training in order to be granted systems security.

- **MA Sequencing:**

**Attention:** All online prerequisites must be completed prior to beginning MA systems HCP305H or HCP305C.

The coursework required for MA System security access is listed in the sequence below and available online through the Health Care Learning Center and in the Training Tool kit on the Health Care Training News and Information page. The MA sequence lists the required training needed to be granted system security to MAXIS & MMIS.

- IPAM Series
- MA Fundamentals – HCP300
- Families Medical Policy – HCP302 or Adults and Disabled Policy – HCP303 (course relevant to your caseload)
- Citizenship and Identity Verification Requirements – HCP707
- Medicare Savings Programs – HCP702
- MA Systems- HCP305

The following online courses need to be completed within 60 days after attending the MA Systems training to maintain system security.

- Annuities 101- HCP883
- IEVS Matches – HCP706
- MA for Employed Persons with Disabilities (MA-EPD) - HCP705H
- Transitional MA/Transition Year MA (TMA/TYMA) – HCP704 (For Families workers ONLY)

The following online course is recommended, but not required, to be completed within 90 days of attending the MA Systems training.

- Advanced Assets – HCP899

- **Medical Assistance Payment of Long-Term Care (LTC) Services Sequence**

**Attention:** All online prerequisites must be completed by noon on the Thursday before the corresponding systems class.

Listed below is the Long-Term Care course sequence. Financial workers taking these courses should have at least six months experience with an

MA adults caseload; preferably one year.

The following two courses can be completed at any time prior to starting the appropriate MA-LTC sequence.

- Annuities 101- HCP883
- Advanced Assets HCP899

### **MA-LTC LTCF/EW Sequence**

- MA-LTC Courses Pre-Assessment- HCP840
- Introduction to Long Term Care Facilities (LTCF) and Waivers- HCP880
- MA-LTC Basics- HCP881
- MA-LTC Basics Interim Assessment- HCP841
- Asset Assessments- HCP891A or (HCP891 if prior 10/15/2016)
- Asset Assessment Interim Assessment- HCP842
- Annuities and MA-LTC- HCP884
- MA-LTC Transfers- HCP888
- Long-Term Care Partnership- HCP885
- Mid-MA-LTC Sequence Mastery Assessment- HCP843
- Income and MA-LTC Pre-Assessment– HCP844
- Income and MA-LTC- HCP886
- MA-LTC Spenddowns and Waiver Obligations- HCP882
- Service Delivery for MA-LTC- HCP887
- LTC Training Caseload Summary- HCP889
- MA-LTC Systems- HCP895
- MA-LTC Mastery Assessment LTCF/EW- HCP892